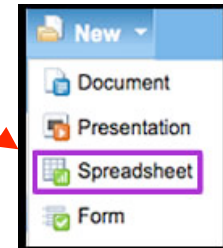


Google Docs Spreadsheet

Google spreadsheet is a handy tools for record-keeping and storing information online. Spreadsheets can be shared or published. Data in a spreadsheet can be exported as an Excel document for full functionality.

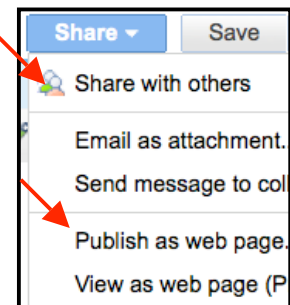
Create a new spreadsheet:

1. From the menu at the top of the screen, choose **New > Spreadsheet**
2. Give your form a **Title**.
3. **Save**



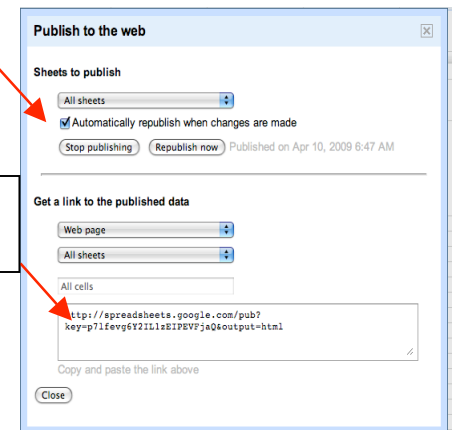
Share and Collaborate on a Google Spreadsheet

1. Choose the **share tab**.
2. Type the gmail addresses into the **Invite people** box, or use your **contacts**.
3. Choose **Invite collaborators**



Publish a Google Spreadsheet

1. Choose the **Share** tab.
2. Choose **Publish as a web page**
3. Choose the **Publish** button
4. Copy the link that appears.
5. Paste the web address into your blog, webpage, or document or email message..



Copy this link

Working with Data:

Functionality in the Google Spreadsheet is limited, therefore it is suggested that the document be exported if you would like to take advantage of the functionality available in **Excel**.

11. From the menu bar at the top of the Google Docs screen, choose **File > Export > .xls**
12. Save the document to your computer. You can also upload any Excel document to Google Docs for storing online, sharing and collaborating

